



COUNTY OF LOS ANGELES CAREER OPPORTUNITIES

Los Angeles County Fire Department

All positions are open to qualified men and women, regardless of race, color, national origin, religion, age, sex or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA Coordinator for the Los Angeles County Fire Department at (323) 838-2239, prior to the final date for filing. Hearing impaired applicants can make accommodation request(s) with the ADA Coordinator through the California Relay Service at (800) 735-2929. Applicants with disabilities may be required to submit documentation of disabilities.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number, and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

BULLETIN POSTED: January 9, 2006

This is a rebulletin to update the salary information and supersedes bulletin number 390-22, posted on August 16, 2005. Persons who have already applied within the last three (3) months need not reapply, but may submit additional information to be attached to their original application. The information must include the correct examination title and number.

A County of Los Angeles employment application, with resumes and copies of official college transcripts, will be accepted by mail or in person beginning August 17, 2005. This exam will remain open until the needs of the department are met and may be closed at any time without prior notice. Individuals applying in person must submit applications on regular business days, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. All applications must be mailed or delivered to the following address:

Los Angeles County Fire Department
Personnel Office
1320 N. Eastern Avenue, Room 221
Los Angeles, CA 90063

For more information call (323) 838-2239

FORESTRY ASSISTANT

SALARY: \$4,292.09 - \$5,333.00

EXAM NO. 3-0328-F

POSITION INFORMATION: This position performs nursery or field reforestation work and supervises juvenile and adult work crews in forestry projects.

ESSENTIAL JOB FUNCTIONS: Supervises and participates in the work of an unskilled work crew performing nursery and forestry duties & fire prevention activities; prepares programs to interested community groups regarding forestry activities, fire prevention and conducts field demonstrations and guided tours of forestry units; manages a forestry unit in the absence of the Deputy Forester; assists in fire prevention and control work; ensures the safety of subordinates & inmates; hikes steep mountainous terrain; understands and applies disciplinary measures on inmate crews; uses computers & business software for routine business; assists in preparation of technical reports for use by supervisor & management; analyzes & interprets statistical data and understands policies & procedures of cooperating agencies; understands and applies local, state & federal codes & regulations; reads and interprets geographical data & technical drawings and provide logistical support on major emergency incidents; performs emergency erosion control work; and drives vehicles requiring a Class C Driver License/Class B Commercial Driver License.

SELECTION REQUIREMENTS: Training and Experience: Bachelor's of Science Degree with specialization in forestry or a related field.*

* Related field includes: Urban Forestry, Forest Recreation, Recreation Administration, Landscape Architecture, Wildlife, Wildlife Management, Natural Resource Management, Botany, Environmental Science (Ecology), Agriculture, Horticulture, and Arboriculture. All related fields will be reviewed for content and curriculum emphasis.

OTHER REQUIREMENTS: Successful completion of the departmentally provided Emergency Medical Technician I (EMT-I) Training Program.

DRIVER LICENSE REQUIREMENTS: A valid California Class "C" Driver License is required to perform job-related essential functions. A California Class B Commercial Driver License with water tank, hazardous materials, and air brake and passenger endorsements is required with six months from the date of appointment and prior to completion of probationary period. An applicant for this examination must attach a copy of his/her driving record from the California State Department of Motor Vehicles (DMV) to his/her application. Driving records may be obtained from any DMV office. Any applicant submitting their application without a copy of the DMV issued driving record will be rejected. An applicant's driving record which has four or more moving violations within the past two years will not meet County standards and will not be eligible to complete in this examination. License must not be restricted, revoked or suspended. AN APPLICANT WHO'S DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

PHYSICAL CLASS DEFINITIONS: Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combines with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

OVER

VISION: (1) Acuity – At least 20/70 in each eye without correction, correctable to 20/30 in each eye.
(2) Color Perception – Anything other than minor hue impairment is disqualifying.

HEARING: Applicants cannot be medically qualified if the hearing in either ear shows greater than a 40db loss as averaged in the four test frequencies of 500, 1000, 2000 and 3000 HZ; nor may there be greater than a 45 dB peak loss at any one of the test frequencies. Applicants whose test results fall between the acceptable and unacceptable ranges will be individually evaluated.

HEIGHT-WEIGHT RELATIONSHIP: There are no minimum or maximum height requirements, but the height-weight relationship of each applicant must either (1) fall within the ranges in the following table, or (2) if the applicant's height is not included in the table, be found to be acceptable after individual evaluation.

The range of acceptable height and weight measurements is shown below. Height measurements are made without shoes and weight measurements are made without shoes and coat. Applicants whose height falls between any of the measurements shown on the table must meet the weight requirements of the lower height.

MALE

<u>HEIGHT</u>	<u>WEIGHT</u>	<u>HEIGHT</u>	<u>WEIGHT</u>
5 ft. 0 in.	110 lbs. to 143 lbs.	5 ft. 10 in.	144 lbs. to 185 lbs.
5 ft. 1 in.	112 lbs. to 146 lbs.	5 ft. 11 in.	148 lbs. to 191 lbs.
5 ft. 2 in.	115 lbs. to 149 lbs.	6 ft. 0 in.	152 lbs. to 197 lbs.
5 ft. 3 in.	118 lbs. to 152 lbs.	6 ft. 1 in.	156 lbs. to 203 lbs.
5 ft. 4 in.	121 lbs. to 155 lbs.	6 ft. 2 in.	160 lbs. to 209 lbs.
5 ft. 5 in.	124 lbs. to 158 lbs.	6 ft. 3 in.	164 lbs. to 215 lbs.
5 ft. 6 in.	128 lbs. to 163 lbs.	6 ft. 4 in.	168 lbs. to 221 lbs.
5 ft. 7 in.	132 lbs. to 168 lbs.	6 ft. 5 in.	172 lbs. to 227 lbs.
5 ft. 8 in.	136 lbs. to 173 lbs.	6 ft. 6 in.	176 lbs. to 233 lbs.
5 ft. 9 in.	140 lbs. to 179 lbs.	6 ft. 7 in.	180 lbs. to 239 lbs.

FEMALE

<u>HEIGHT</u>	<u>WEIGHT</u>	<u>HEIGHT</u>	<u>WEIGHT</u>
4 ft. 6 in.	83 lbs. to 114 lbs.	5 ft. 4 in.	107 lbs. to 144 lbs.
4 ft. 7 in.	85 lbs. to 116 lbs.	5 ft. 5 in.	111 lbs. to 150 lbs.
4 ft. 8 in.	87 lbs. to 118 lbs.	5 ft. 6 in.	115 lbs. to 156 lbs.
4 ft. 9 in.	89 lbs. to 120 lbs.	5 ft. 7 in.	119 lbs. to 162 lbs.
4 ft. 10 in.	91 lbs. to 123 lbs.	5 ft. 8 in.	121 lbs. to 168 lbs.
4 ft. 11 in.	93 lbs. to 126 lbs.	5 ft. 9 in.	127 lbs. to 174 lbs.
5 ft. 0 in.	95 lbs. to 129 lbs.	5 ft. 10 in.	131 lbs. to 180 lbs.
5 ft. 1 in.	98 lbs. to 132 lbs.	5 ft. 11 in.	135 lbs. to 186 lbs.
5 ft. 2 in.	101lbs. to 136 lbs.		
5 ft. 3 in.	104lbs. to 138 lbs.		

LICENSE/CERTIFICATE INFORMATION: Please attach a copy of the licenses and a copy of all other professional forestry related licenses and/or certificates to your application at the time of filing. Applications submitted without evidence of licensure or certification will be considered incomplete.

REQUIRED INFORMATION: A copy of original college transcripts must be submitted with your application. **(Internet printout will not be acceptable).**

ACCREDITATION: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services**.

DESIRABLE QUALIFICATIONS: Registration as a Professional Forester, certification as an Arborist, a Pest Advisor's License, a Qualified Applicator's Certificate.

VETERANS CREDIT: Veterans Preference Credit of 10 points will be added to the final passing grade, in any open competitive examination if you are an honorable discharged veteran who served in the Armed Forces of the United States:

- A. During a declared war; or
- B. During the period April 28, 1952 through July 1, 1955; or
- C. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- D. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. The DD214, Certificate of Discharge, or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

SPECIAL INFORMATION: Appointees may be required to work any shift, including evenings, nights, weekends, and holidays. After an offer of employment has been made, all candidates will be required to successfully complete a medical examination, which will include a drug test. Prior to appointment, candidates will be required to pass a background investigation. After appointment, Forestry Assistants must successfully complete the Emergency Medical Technician I training program.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS, WHICH ARE EXEMPTED BY A VALID COURT ORDER, DO NOT HAVE TO BE INCLUDED.

SOCIAL SECURITY ACT OF 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, required State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov <http://www.socialsecurity.gov/>, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION: The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements. It is to your advantage to fill out your application completely and correctly so that you will receive full credit for your related education and experience. In the space provided for college education, include the names and addresses of colleges attended, titles of courses completed, dates completed, degree(s) issued, and specialized field of study. In order to receive credit for any type of college degree, such as Associate or Bachelor degree, or for completion of a certificate program, you must include a photocopy of original transcripts, diploma or certificate with your application. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. Attach an additional page to your application, if necessary to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process. Resumes may be added to your application, but cannot be substituted for the education and experience portions of the County application.

EXAMINATION INFORMATION: This examination will consist of an evaluation of education and experience based on application and resume information and general ability to perform the duties of the position weighted 100%. Candidates must achieve a passing score of 70% or higher on the evaluation of education and experience in order to be placed on the legible register.

ELIGIBLE REGISTER INFORMATION: The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

VACANCY INFORMATION: The resulting eligible register for this examination will be used to fill vacancies in the Fire Department.

RETAKE INFORMATION: No person may compete for this examination more than once every 12 months.

EMPLOYMENT ELIGIBILITY INFORMATION: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.